

MEMORANDUM FOR RECORD

SUBJECT: Initial Project Delivery Team Meeting - Roseau, Minnesota
Feasibility Study, Roseau River

1. On Thursday, October 16, 2003 beginning at 3:45 pm the subject coordination meeting was conducted in the Firehall at Roseau, Minnesota. This meeting was well attended with 18 persons in attendance. Participants at this meeting included the Mayor and key representatives of the City of Roseau, a key State Legislative Representative, a key Minnesota DNR representative, prominent citizens, number of consulting engineers for Roseau, and Corps Study Team. A sign-in roster of detailing the meeting participants is attached as enclosure 1.
2. The focus of this working meeting was to continue efforts to set study objectives and expectations and build working relationships between key Local Sponsor representatives and Corps Study Team Members. An agenda of the general items of discussion for this meeting is attached as enclosure 2. Another focus of the meeting was to define the strategy for the field reconnaissance that would follow this meeting. This field review did provide the COE Delivery Team an valuable opportunity to see the study area and view problem areas along the river and potential project alignment areas.
3. A **draft** Quality Control Plan (QCP)/Scope of Work for the Roseau feasibility study was prepared prior to the meeting and was sent to the City representatives as part of a pre-meeting information packet. This draft QCP scope is attached as enclosure 3 and was handed out to meeting participants along with the Section 905(b) report. The scope of the study and the logistical timeline for the study were briefly reviewed.
4. Noteworthy items discussed during the meeting included:
 - The City provided the Corps with a number of copies of the newly distributed West Intercept Plan that was done by JOR. It provides a potential alignment opportunity for a West Diversion Flood Control Alternative.
 - The ongoing hydrology and hydraulics modeling that is being done as part of a Section 22 funded cooperative effort between the Corps and the Minnesota DNR is now on the critical path for this feasibility study. The State is currently working on finalizing this work. The results of this work will need to be coordinated with FEMA once it is completed to insure acceptance. Outputs of this work are also needed ASAP by the City in order to define the top elevation of the County Road 120 Road Raise project, which is be designed by the City. There is a need to have H&H team representative contact their

MDNR counterparts to expedite this work. And, for the DNR rep to push to provide priority for their ongoing staffed effort.

- The Corps planning process for accomplishing this feasibility study was reviewed and a specific strategy for completing the plan formulations were reviewed and concurred in by the City and State representatives. This plan formulation strategy includes screening an array of alternatives. Documenting findings of the screening process in a letter report prior to identification of a selected plan. Once the letter report findings are known, a selected plan would be agreed to by the Government and the Local Sponsor and then detailed design and environmental assessment efforts would be completed. A draft Feasibility Report and Environmental Assessment (EA) would be completed and distributed for formal public and interagency review. Comments on the draft report would then be incorporated into a final Feasibility Report and EA. Tentatively, the feasibility study is scheduled to be completed by June 2005.
 - A concern was raised about the downstream affects of a diversion plan. This concern is currently a part of the design constraints that will be used in the formulation and care to address this matter in the study will be needed.
 - The City mentioned that 18 damaged floodprone structures have already been bought-out and that an additional 33 structures will be purchased for removal in their phase 2 of the buyouts. These changed conditions will need to be identified and accounted for in the Delivery Team Real Estate and Economics evaluations.
 - There is need for all the functional team reps to look at available data and assess if there is adequate inventory data to complete this study. This will be a focus of upcoming team discussions. If additional inventories are needed, that needs to be made known and integrated into the updated PMP/QCP
5. This meeting was very constructive and the follow-up field review allowed the Design Team to become familiar with the project area. It was determined that the revising and fleshing out the existing PMP (scope of work) would be the focus our next team meeting – tentatively set for 7 November in the COE District Office.

/s/

Ed McNally
Project Manager

Enclosures 3

Sign-in Roster

Meeting Agenda

Draft QCP/Scope of Work and Section 905(b) Report

CF: All Meeting Participants

Subject: Kickoff Delivery Team Meeting on 16 October at Roseau Fire hall
RE: Roseau, Minnesota – Feasibility Study

A G E N D A

3:45 pm. - START PDT Meeting

Introductions and Welcome ++ Please sign the meeting attendance sheet ++

Review of Sponsor, Agency Reps, and Corps Expectations

- Overview Discussion about Local Sponsor general expectations for this Study
 - Permanent Federal Project that takes them out of the regulatory floodplain or other levels of desired protection?
 - Sponsor position regarding optional incorporation of recreation, aesthetic, and environmental features
 - Definition of Local Objectives & Constraints associated with flood protection, recreation, the environment
 - General discussion of the locally preferred plans or features
 - Other expectations or comments? **Via** State reps?, Watershed District reps?, City reps?
- Overview of Corps Expectations
 - Define the National Economic Development Plan (NED) and the Locally Preferred Plan, as appropriate.
 - Integrate and assess affects of an array of possible alternative plans and adequately quantify affects of plans
 - Plan, design, and construct a Federally certifiable project (meeting Federal planning, environmental, engineering requirements).
 - Integrate the concerns and expectations of our Sponsors into the project formulations.

Overview of Study Scope, Planning Process, and Schedule (see handout QCP)

Discussion of Data/Inventory Requirements, Gaps, and Available Sources...

- Status of the FIS (Section 22) and H&H modeling efforts
 - Status of Economic Depth Damage inventories
 - Discussion on Flood Recovery/Mitigation Activities and the potential affects on a Federal
 - Status of West Interceptor, FEMA buyouts, Barr restoration and IFC project
 - Discussion on flood reduction plans and features worthy of consideration

Strategy for Field Recon

Open for Questions & Answers

5:00 pm ADJOURN PDT Meeting

